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29 April 1975

MEMORANDUM FOR: Mr. Charles Snodgrass  
House Appropriations Committee Staff

SUBJECT : Publications: What We Do and Why We Do It

*Chuck*\_\_\_\_\_

When last we met, you asked for a short, descriptive statement pointing out the concepts behind different types of intelligence publications. What follows is not the definitive word for the community, nor, perhaps even for the Agency as I compiled this list from my own fallible memory. It should serve as a rough chart, however, while  25X1 is preparing a more comprehensive piece. That should be ready shortly.

What and how we publish are determined partly by what our customers outside the intelligence community ask for and partly our perceptions of their needs and interests. Beginning with the President and the small group of men around him who make the decisions on foreign and defense policies, the needs and interests go out in ever widening rings. Almost every department of the Executive Branch--and a growing clientele in the Legislative--has some requirement for the analysed information we call finished intelligence. To serve these customers, a number of art forms have appeared, and disappeared, over the years.

The President's Daily Brief: This is the Director's own vehicle for conveying time-sensitive intelligence to the President and Dr. Kissinger on a daily basis. Only those two copies leave the Agency each morning and very few people here see it other than the Director; three of his most senior assistants; and the small staff which writes it. It is delivered to the President personally by a CIA officer. The PDB uses intelligence from every source we have.

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The National Intelligence Daily: The NID is just over a year old. It is the Director's means for communicating daily intelligence to Cabinet-level officials and their deputies who want a broader range of coverage. Included among the recipients are the Joint Chiefs, the members of USIB, and the NSC staff. The Daily covers most of the items which appear in the PDB and a great many more as well. This wider coverage is intended to provide readers with an opportunity to select from the menu or to look into something which may not be in their direct line of responsibility but is of interest to them. Five copies of the Daily are delivered to CIA Oversight Committees on the Hill. The NID uses almost all of our most sensitive source material and, for that reason, very stringent security surrounds its delivery and recovery every day.

The National Intelligence Bulletin: Next in the chain comes the NIB which is intended for a much wider audience at the working level. It includes a comprehensive range of current intelligence items, some of which may not be included in the Daily because of their more detailed coverage. Several hundred NIBs go six days a week throughout the Executive Branch. DIA and NSA both contribute items to the Bulletin, have representatives on its staff, and each item is coordinated within the community. It also is cabled to many of our stations abroad.

Weekly Publications: In addition to these daily publications we produce weekly intelligence material. Examples include the Weekly Review--which carries COMINT--the Weekly Summary which is published at the straight SECRET level, the Economic Intelligence Weekly, and the International Oil Developments also at the SECRET level. Each of these publications is intended to provide a current wrapup of significant events on a weekly basis. Many of the items will have been treated in the daily publications but in briefer compass without the perspective permitted in the weekly wrapups. The Weekly Review goes to roughly the same recipients as the NIB; the Summary gets somewhat wider distribution including overseas; the Oil and Economic weeklies to about 200 people with interests in these areas, although Oil goes out by cable to a number of overseas posts.

Besides these periodicals, the Agency and the community put out a wide range of analytical monographs. These take a particular subject and polish all its facets. These memoranda and reports are intended for those who want a more comprehensive

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approach and the audience may run the entire spectrum from the President to a soybean analyst in the Department of Agriculture --although not necessarily for the same document, I might add.

Some examples:

National Intelligence Estimates: These are joint efforts intended to provide the best judgments possible on a problem of national significance. Some are strictly ad hoc requested by one or another of our consumers or suggested by a member of USIB, or our own staff; some, like the one on Soviet strategic forces, are done on a periodic basis. First drafts are usually, but not always, done by CIA. Distribution depends on source sensitivity and departmental interest.

Special National Intelligence Estimates: These generally follow the same ground rules as NIE's except that an SNIE is done quickly in response to a specific request dealing with a particular development and is more narrow in focus than an NIE.

Report vs. Memoranda: An Intelligence Memoranda is defined as "a timely assessment relating to a current policy problem or intelligence development of sufficient importance to warrant the attention of policy and action officers of the US Government." The Report is "a more detailed and comprehensive study providing analysis or background data on events and factors relevant to important problems of concern to US policy-makers. It is less time-urgent than the Intelligence Memoranda." A Research Paper is a means for recording the results of basic research on topics not generally suited for widespread distribution, but a Research Report is a device to permit the publication of unclassified material.

Some of these monographs represent a coordinated community effort, but most do not.

And now that we have marched through that, let me add it is all going to be changed. There no longer will be such finite distinctions. Memoranda, reports, etc., etc., etc., will simply have a topical title without all the generic necromancy.

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As a parting shot, I would note that on top of all this there is a good deal of paper work done in support of the NSC, the SALT negotiations, MBFR, Law of the Sea, and assorted other meetings, negotiations, conferences, and what have you to say nothing of briefing books prepared for trips by high-level US officials.



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Lyle--			
<p>Snodgrass asked me for this over a week ago. He understands this is an informal and interim reply. It is not intended as a comprehensive listing. Dick Lehman, [REDACTED] and Ed Proctor have all been consulted. Delivery will be by courier on Wednesday, 30 April.</p>			
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